

## THE MAYBURY CENTRE – APPLICATION FOR FINANCIAL ASSISTANCE

### Executive Summary

The Maybury Centre was established in 1993 and registered as a charity in 1994. The Centre provides facilities for social and business events, health, education, welfare and general recreation. During this time, the Group has provided a valued service to its users, which amount to over sixty different organisations and a number of individuals.

Based at the Maybury Centre are the Schoolhouse Project and the Liaise Women's Centre. The Schoolhouse Project is a multi-cultural drop-in Centre for the over 50s, which has been well attended with a number of sessions such as art classes being held. The Liaise Women's Centre provides a safe and supportive environment for women to network, learn new skills or access advice and information on a range of issues.

Lettings is the main income generator for the Centre and so a significant deficit has been incurred due to the lockdown periods, with the Centre using its reserves to pay its ongoing bills. The current level of reserves is circa £10,000 against an annual expenditure anticipated to be £75,000 in the current year.

The Maybury Centre has applied to increase its revenue funding for the 2022/23 financial year, requesting a revenue grant of £45,000 (revenue):

- Core costs of the Maybury Centre Trust - £15,000 (2021/22 grant - £4,683)
- Coordinator's salary and room rental for the Schoolhouse Project - £15,000 (2021/22 grant - £14,000)
- Support Worker's salary and volunteer expenses at the Liaise Women's Centre - £15,000 (2021/22 grant – £15,000)

The Maybury Centre is a key community asset in the centre of Woking and utilised by charities, Woking College and community groups, including the Schoolhouse Project and Liaise Women's Centre. The Centre is used by residents from different ethnic communities and is well known for supporting cultural integration and ESOL classes through its services. Its location is a prime spot for engaging with local BAME communities and there is potential for significant growth and tangible outcomes, with a new sense of vision. It is acknowledged that the Maybury Centre Trust has been managing the Centre for many years and has been financially supported by the Council throughout this period.

The current team are capable and committed Trustees and the Maybury Centre should retain its service to local residents. However, due to the lack of sustainability and substantial time commitment required to develop the Centre in future years, it is proposed that the lease is terminated through mutual consent at the end of the 2022/23 financial year and the Centre is made available for other local charities / groups to provide an expression of interest for its lease. Terms of a new lease and a Service Level Agreement would be agreed to protect important aspects of the current delivery and the needs of the local communities. This will provide an opportunity for a fresh vision and chance to deliver a sustainable and innovative model, in line with the Council's health and wellbeing priorities and network of local partnerships.

In light of this, it is recommended that a grant be awarded at a reduced level of 50% from last year, equating to £16,800, as set out below:

- Core costs of the Maybury Centre Trust (£2,300)
- Coordinator's salary and room rental for the Schoolhouse Project (£7,000)
- Support Worker's salary and volunteer expenses at the Liaise Women's Centre (£7,500)

In the event that the Maybury Centre requires further funds to manage the Centre through to the end of the 2022/23 financial year, the Centre will be advised to contact the Council for

## The Maybury Centre – Application For Financial Assistance

consideration through the Chief Executive's delegated Ostensible Authority in consultation with the Leader and Portfolio Holder.

<b>Recommendations</b>	
The Executive is requested to:	<p><b>RESOLVE That</b></p> <p>(i) subject to the outcome of the Council's budgetary process, a revenue grant of £16,800 be awarded from the Community Grants Budget towards the costs of the Maybury Centre (£2,300), the Liaise Women's Centre (£7,500), and the Schoolhouse Project (£7,000); and</p> <p>(ii) in the event that the Maybury Centre requires further funds to manage the Centre through to the end of the 2022/23 financial year, the Centre will be advised to contact the Council for consideration through the Chief Executive's delegated Ostensible Authority in consultation with the Leader and Portfolio Holder.</p>
Reason for Decision	To enable the Centre to continue in providing its services, including the management of the Schoolhouse Project and the Liaise Women's Centre, whilst officers develop a plan for the future of the Centre.
Confirmation of funding	This award is provisionally made on the expectation that the Council's budgets for revenue and capital projects remain at the same level allocated for the current financial year. The Council's overall budget, including the sums allocated for community grants, will be determined by Council at its meeting on 10 February 2022. In the event the grant budgets are set at the anticipated levels, confirmation of the Council's support will be sent to successful applicants. Groups should not plan for the 2022/23 funding until this confirmation has been received.
Conditions	<p><b>Accounts.</b> The Organisation must submit audited accounts for the year in which the grant is awarded, including an income and expenditure account and balance sheet. Please note that accounts for other years may also be required.</p> <p><b>Monitoring Information.</b> The Organisation must submit quarterly monitoring information as a measure of its achievements. Failure to provide details will jeopardise the award. E-mail requests will be sent to the applicant on a quarterly basis.</p> <p><b>Publicity.</b> Where possible, the Organisation is required to publicise the support received from Woking Borough Council, including on all literature and leaflets produced.</p> <p><b>Payments.</b> Unless exceptional circumstances exist all invoices must be received quarterly with details of the costs incurred and monitoring information for the previous quarter.</p> <p><b>Payment Period.</b> Final quarter claims must be made by the second week in March. Unclaimed awards will not be available at a later date unless exceptional circumstances can be demonstrated to the Council before the end of the award year.</p> <p><b>Joint Working.</b> WBC expects the Organisation to engage positively on health and wellbeing multi-agency joint work affecting Woking.</p>

## The Maybury Centre – Application For Financial Assistance

	<p>Groups which refuse may place their Council support at risk, e.g. grant, concessionary rent and other assistance.</p> <p><b>Venue Hire.</b> Woking Borough Council has a duty to ensure that publicly-owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views. This duty extends to organisations that work with the local authority so this includes recipients of any grants from Woking Borough Council. If you hire out your venue/s you should ensure you have good processes in place for record keeping and checking if they are an appropriate group to be making the hire arrangements. The following are some of what should be considered:</p> <ul style="list-style-type: none"> <li>• Basic details should be recorded to include speakers address, mobile phone number &amp; organisation details.</li> <li>• Has the identity of the speaker been confirmed &amp; is their organisation bona fide? Are they known to you?</li> <li>• Is the speaker from the area? Are they UK citizens or from overseas &amp; will they travel specifically for this event?</li> <li>• Consider checks on the internet to confirm the status of speaker to include website, YouTube or social media sites.</li> <li>• How many people are likely to attend (check previous or similar events either locally or online).</li> </ul>
Performance Indicators	<p><b>Users.</b> The Organisation to provide a breakdown of the users in the past quarter.</p> <p><b>Activities.</b> The Organisation to provide details of activities and events held during the last quarter.</p> <p><b>Publicity.</b> The Organisation to advise how the Council's support has been publicised over the last quarter.</p> <p><b>Statement of Use.</b> The Organisation to provide a statement stating the use to which the grant money has been put.</p>
Future Support	<p>The financial pressure on the Council's budgets is expected to continue in the coming years and accordingly the overall level of support available in future years may be reduced. The applicant is therefore to be advised that the award of funding for 2022/23 does not imply that a similar application in 2023/24 would be supported. In particular, it is emphasised that the Council is unlikely to be in a position to award any sums above the 2022/23 levels.</p> <p>In view of this, the applicant is to be advised to ensure that contingency plans for the Group's operations for 2023/24 have been drawn up in the event that the Council is unable to continue its support beyond April 2023. All applicants are strongly recommended to pursue alternative sources of funding and are encouraged to approach Woking Borough Council's Community Support Team for advice and support.</p>

**The Executive has authority to determine the above recommendations.**

**Background Papers:**  
2022/23 Application Form.

## The Maybury Centre – Application For Financial Assistance

### **Reporting Person:**

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### **Portfolio Holder:**

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### **Shadow Portfolio Holder:**

Cllr Will Forster  
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### **Date Published:**

30 November 2021

## The Maybury Centre – Application For Financial Assistance

<b>1.0 Summary of Application</b>	
1.1 Status and Aims	<p>The Centre officially opened in February 1994. It is a multi-cultural community centre whose aims and objectives are to provide facilities for social and business events, health, welfare, general recreation and education for the people of the Borough of Woking. Over sixty various organisations use the facilities at the Centre, including local voluntary groups, statutory organisations, businesses and individuals.</p> <p>The Schoolhouse Project has been fully funded by Woking Borough Council since 2003, prior to which it was jointly funded by the Council and the Sheerwater and Maybury Partnership. The Project is a multi-cultural drop-in centre for the over 50s.</p> <p>The Liaise Women’s Centre provides a safe, all female environment for local women to access support, advice and services which are accessible and appropriate for their needs.</p>
1.2 Employees	6, including the Centre Supervisor, Caretakers x 2, Liaise Support Worker, Liaise Cleaner and Schoolhouse Project Coordinator.
1.3 Volunteers	26, including Trustees of The Maybury Centre, Liaise Women’s Centre Management Committee Volunteers, Liaise Women’s Centre Volunteers and Schoolhouse Project Volunteers.
1.4 Clients/Users	<p>The Maybury Centre has provided its performance monitoring information between March and July 2021. There were a total of 21 bookers which made use of the Centre, including Woking College.</p> <p>Each year the Centre submits its User Classification of Regular Bookers. The document set out a list of the groups which regularly book rooms at the Centre along with a brief description of activities; whether the booker is an individual, business or community organisation; ethnicity, approximate numbers of attendees, the percentage of attendees being disabled, and the number of under 20s and over 60s. In a normal year there are around 60 regular bookers included in the list.</p> <p>The rental rates are reviewed annually and are compared with those levied by other community buildings and halls for hire. Block bookers, registered charities and community groups are invited to apply for discounts.</p> <p>The Schoolhouse Project has included the following activities: art classes, Asian Muslim Elders Social Group, Nepalese Community Group, Women’s International Group and Italian Association of Woking Group.</p> <p>The Liaise Women’s Centre works towards empowering women, particularly those from disadvantaged and marginalised communities, to take control and maximise the quality of their lives and that of their families. Before the lockdown period, Liaise ran courses and workshops covering a range of subjects including ESOL classes, counselling and support (including a domestic abuse support group set up by Surrey Women’s Aid), homework clubs, Arabic classes, drop-in sessions, art and craft activities and exercise / dance sessions. Health workshops have included Hepatitis awareness, mental health and women’s health.</p>

## The Maybury Centre – Application For Financial Assistance

1.5 Members	None.
1.6 Sum Requested	£45,000 (Revenue)
1.7 Project	<p>The revenue grant is being applied for so that the Maybury Centre can continue its current role in the Borough of Woking. Although its hire usually increased each year, the lettings income does not meet the full running costs of the Centre. The majority of users are non-profit organisations or registered charities and so a full commercial approach cannot always be implemented.</p> <p>The Schoolhouse Project is the continuation of a project set up by the Council and now line managed by the Maybury Centre. The grant is used to cover the Co-ordinator's salary and room hire. The Project is planning to run additional sessions for children and senior citizens.</p> <p>The Centre is also applying for the Liaise Women's Centre which has been funded for the last few years by WBC and is used towards the Support Worker's Salary and Volunteer costs.</p>
1.8 Cost breakdown:	<p>Revenue total £45,000:</p> <p>£15,000 - for the Maybury Centre Trust</p> <p>£15,000 - for the Schoolhouse Project</p> <p>£15,000 - for Liaise Womens Centre</p>
1.9 Community Benefit	<p>The Maybury Centre is a multi-cultural community centre based in the heart of the Canalside Ward of Woking. The Centre has been operating since 1993 and since that time has encouraged its use by the community and aimed to ensure its accessibility to all.</p> <p>The Schoolhouse Project is a multi-cultural drop-in Centre for the over 50's managed by the Centre. Prior to Covid-19, the attendance for each group continued to be exceptional and well supported, with new ways being implemented of making more income to allow for day trips or the purchase of new equipment.</p> <p>Liaise Women's Centre has had another successful year with an average of 175 visitors per month. An average of 6 new women / girls usually access the Centre each month, all are vulnerable and going through personal trauma, many being victims of domestic abuse.</p>
1.10 Covid-19 Impact	<p>Due to the lockdowns and the closure of the Centre, many people have missed out on vital sessions and classes which could not take place. It has not been able to provide the community with a place to access services such as advice sessions, counselling, exercise sessions, ESOL &amp; English classes, etc. There are many elderly and vulnerable users who rely on their weekly sessions at The Maybury Centre.</p> <p>Covid-19 has had a huge financial impact on the Centre, as it has been unable to open it has not received any hire or payment from customers since March 2020. The Centre has had to continue paying bills during the lockdown period, which has resulted in a deficit.</p> <p>The Centre has attempted to reduce its costs by furloughing staff and placing bills on hold, however it has been left with a deficit and has had to spend money to ensure it could re-open the Centre safely after the lockdown periods.</p>

## The Maybury Centre – Application For Financial Assistance

<b>2.0 Financial Background</b>	
2.1 Budget	<p>At the time of the application, the Group held £10,294 in the bank.</p> <p>The Group has submitted a budget for 2021/22 which shows an anticipated income of £46,678 against an anticipated expenditure of £75,956, resulting in an anticipated deficit of £29,278.</p>
2.2 Accounts	<p>The Group has submitted accounts for 2019/20 which show an income of £139,831 against expenditure of £158,481, resulting in a deficit of £18,650. The sum of £20,945 was carried forward at the end of the 2020/21 year.</p> <p>The 2019/20 accounts set out the financial position of the Centre prior to the pandemic and the 2020/21 accounts are not yet available. However, an indication of the effect of the pandemic can be shown by the budget submitted for the current financial year as set out in paragraph 2.1.</p>
2.3 Support over the past five years	<p>2021/22 – £33,683 revenue                      2020/21 – £33,683 revenue and £5,000 capital                      2019/20 – £33,683 revenue and £8,000 capital                      2018/19 – £32,683 revenue                      2017/18 – £42,683 revenue and £15,000 capital</p>

<b>3.0 Assessment of Application</b>		
3.1 Key Information	<ul style="list-style-type: none"> <li>○ Constitution</li> <li>○ Registered Charity</li> <li>○ VAT Registered</li> <li>○ Equal Opportunities Policy</li> <li>○ Safeguarding Policy</li> <li>○ Reserves Policy</li> <li>○ Quality Mark</li> <li>○ Other funding sources pursued</li> <li>○ Other support by the Council</li> <li>○ Fundraising</li> <li>○ Two quotes</li> <li>○ Regular monitoring provided previously</li> </ul> <p>* mandatory rate relief, concessionary rent, electrical and mechanical maintenance via Skanska Facilities Management, £5,000 match funding grant award from WBC alongside the SCC Hardship Fund during 2020.</p>	<ul style="list-style-type: none"> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>No</li> <li>Yes</li> <li>Yes *</li> <li>No</li> <li>Yes</li> <li>Yes</li> </ul>

## The Maybury Centre – Application For Financial Assistance

### 3.2 Assessment

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REPORT ENDS